CLASS TITLE: DIRECTOR OF ATTORNEY RECRUITMENT AND PROFESSIONAL DEVELOPMENT

CHARACTERISTICS OF THE CLASS

Under direction, recruits candidates for attorney and Law Clerk positions and coordinates and directs training programs for professional staff in the Department of Law, and performs related duties as required.

ESSENTIAL DUTIES

- Consults with department management to evaluate staffing needs for professional staff and Law Clerks
- Develops and maintains effective working relationships with outside sources (e.g., colleges and universities, legal organizations, job fair sponsors) used in identifying and attracting candidates
- Collaborates with recruitment staff in the Department of Human Resources to create and advertise job vacancies
- Evaluates education, training and experience of applicants and coordinates interview schedules with hiring managers
- Prepares and maintains hiring paperwork and related reports ensuring compliance with city policies and procedures
- Coordinates and directs professional development training programs for department attorneys
- Serves as liaison with the Minimum Continuing Legal Education (MCLE) Board to obtain and disseminate information concerning continuing regulations
- Researches and recruits outside vendors and consultants responsible for the development and conduct of training programs
- Develops and generates evaluation forms in order to assess the effectiveness of presented topics
- Tracks the status of earned and required continuing education credits of department staff and updates and maintains applicable databases
- Serves as liaison with the MCLE Board and the Illinois Commission on Professionalism to ensure compliance with Illinois Supreme Court rules

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school, PLUS three years of work experience in planning, developing and conducting professional development programs and training seminars, PLUS three years of professional recruiting work experience.

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)
WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *the legal system and the principles and practices of civil and transactional law
- *legal research methods, techniques, and resources
- *training program design, development, implementation and evaluation

Moderate knowledge of:

- *applicable local laws, regulations, and guidelines
- *training methods, practices, procedures and resources
- *educational principles, theory, methods and practices

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- NEGOTIATION - Bring others together and trying to reconcile differences
- OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
- PERSUASION - Persuade others to change their minds or behavior
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
• *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
• SOCIAL PERCEPTIVENESS – Demonstrate awareness of others’ reactions and understand why they react as they do
• JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities
• *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• *SPEAK - Communicate information and ideas in speaking so others will understand
• *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• *WRITE - Communicate information and ideas in writing so others will understand
• *COME UP WITH IDEAS - Come up with a number of ideas about a topic
• *MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements
• PERSISTENCE - Persist in the face of obstacles on the job
• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• *ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• *ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
• SOCIAL ORIENTATION – Prefer to work with others rather than alone and being personally connected with others on the job

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.